Changes to Outlook 2016-2019

We can access these advance configuration options by using the Mail 32 Bit app in control panel.

Click on the search bar next to the windows home button on the task bar and type **Control Panel** and it will appear on the top of the results. Click on Control Panel, or simply hit enter to open.



Once in the Control Panel, use the search tool on the top right corner and look for "mail". And you will see **Mail (Microsoft Outlook 2016) (32-bit)** 



Choose E-Mail Accounts... You are now on the old add email interface.



You can now add new, change, and remove accounts from here.

E-m	ail Accounts fou can add or remove an account. You can select an account and change its settings.
mail	Data Files   RSS Feeds   SharePoint Lists   Internet Calendars   Published Calendars   Address Books
N	ew 🛠 Repair 🔐 Change 💿 Set as Default 🗙 Remove 🔹 🛎
Name	Туре
9	to be upport @ domain not INAD/SNITD (cond from this account by dofault)
lecte	ed account delivers new messages to the following location: techsupport@domain.netInBox in data file C:Usersitech\Youtlookitechsupport@domain.pst

## Verify / Update Server Settings:

- Verify the Name and Email Address field are correct.
- The Account Type should show POP or IMAP. You cannot change this field, but it will tell you what server settings you need to be verifying.
- Verify the Incoming Mail Server is mail.hamiltoncom.net
- Update the Outgoing Mail Server (SMTP) to mail.hamiltoncom.net
- Verify the Username is your full email address, ex. <u>example@hamiltoncom.net</u>
- Verify the **Password** is correct. There should be a box checked below to remember that password.

User Information		Test Account Settings		
Your Name:	John Doe	After filling out the information on this screen, we		
E-mail Address:	johndoe@domain.net	below. (Requires network connection)		
Server Information				
Account Type:	IMAP or POP	Test Account Settings		
Incoming mail server:	see instructions	Test Account Settings by dicking the Next button		
Outgoing mail server (SMTP):	see instructions			
Logon Information				
User Name:	johndoe@domain.net			
Password:	********			
	Remember password			
	Description (COA)			

Advanced Settings (If Needed):

- For SSL and port settings, click on the **More Settings** button and verify / change accordingly
- Click on the Advanced Tab.
  - Verify the **Incoming** and **Outgoing server ports** are set to **995** for POP3 or **993** for IMAP, and **587** for SMTP
  - Check the SSL box.
  - If you need to adjust the **Delivery** settings, uncheck options like *Leave a copy of messages on the server*. You can leave that option checked and adjust other settings like *Remove from server after a certain number of days* and *Remove from the server when the Deleted items folder*.

General	Outgoing Server	Connect	tion Ad	dvanced		
Server P	ort Numbers					
Incomi	na server (POP3):	110	Use	Default	s	
	This server require	es an encr	voted c	onnectio	 n (SSL)	
Outoo	ing server (SMTD)	25	ipico c		(1(000)	
outgo	ing server (sintry).					[200]
Us	e the following typ	e of encry	pted co	nnection	: None	
Server T	îmeouts					_
Short	-1	Long 1	minute			
Delivery	s	1000				
ELea	ive a copy of mess	ages on t	ne serve	er		
	Remove from serv	er after	10	da	¥5	
	Remove from serv	er when a	leleted ·	from 'Del	eted Items'	

When finished, click **OK**.

- Click the **Next** button when you have verified / changed all necessary settings.
- Click **Finish** to go back to the Accounts page.
- Click Close on this window and test your email to verify it is working.